

# Faculty Handbook for the MD Curriculum

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## SECTION 3. COM EXPECTATIONS FOR STUDENTS

### THE OHIO STATE UNIVERSITY CODE OF STUDENT CONDUCT

<https://trustees.osu.edu/bylaws-and-rules/code>

[as of May 31, 2019]

The code of student conduct, a part of the Ohio Administrative Code, is established to foster and protect the core missions of the university; to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.

The code of student conduct addresses judicial procedures, university sanctions, and the appeal process. Any student found to have engaged, or attempted to engage, in any of the following conduct within the university's jurisdiction will be subject to disciplinary action by the university. Prohibited conduct includes academic misconduct; endangering health or safety; destruction of property; dangerous weapons or devices; dishonest conduct; theft or unauthorized use of property; failure to comply with university or civil authority; drugs; alcohol; unauthorized presence; disorderly or disruptive conduct; hazing; student conduct system abuse; violation of university rules or federal, state, and local laws; riotous behavior; recording or distribution without knowledge; public urination or defecation; and retaliation.

Academic misconduct is defined as any activity that tends to compromise the academic integrity of the university or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student;
2. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment;
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;

5. Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement. This includes submitting the same work for courses that the student is retaking pursuant to the university's grade forgiveness rule;
6. Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;
7. Serving as, or enlisting the assistance of, a substitute for a student in any graded assignments;
8. Alteration of grades or marks by the student in an effort to change the earned grade or credit;
9. Alteration of academically-related university forms or records, or unauthorized use of those forms or records;
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system;
11. Violation of program regulations as established by departmental committees and made available to students; and
12. Providing falsified materials, documents, or records to a university official in order to meet academic qualifications, criteria, or requirements, including but not limited to submitting falsified doctor's notes and/or falsified transcripts.

## **PROFESSIONAL STUDENT HONOR CODE**

[College of Medicine Patterns of Administration, approved 4/14/20]

Professionals have a moral responsibility to themselves, to their patients, to their associates, and to the institution with which they are affiliated, to provide the best service possible.

Personal ethics require certain inherent elements of character that include honesty, loyalty, understanding, and the ability to respect the rights and dignity of others. Personal ethics require conscientious preparation during one's academic years for eventual professional duties and responsibilities. A continuation of the development of professional efficiency should be accomplished by observation, study, and investigation during one's entire professional life.

Strength of character should enable one to rise above prejudice in regard to race, creed, or economic status in the interest of better professional service. To maintain optimum professional performance, one should be personally responsible for maintaining proper physical and moral fitness. Finally, it must be realized that no action of the individual can be entirely separated from the reputation of the individual or of their profession. Therefore, a serious and primary obligation of the individual is to uphold the dignity and honor of their chosen profession by thoughts, words, and actions.

## PROFESSIONALISM STANDARDS

[Medical Student Handbook, Section 8]

The public expects that those in the medical profession will adhere to a set of values that reflect their commitment to excellence, responsibility, respect for all, integrity, prudence, and trustworthiness. The College of Medicine considers any student enrolled in the College for the purpose of seeking the MD degree to be an active member of the profession at all times. Commitment to integrity in espousing the values of the profession means that members of the profession (including medical students) behave in ways that will reflect positively on the profession even when they are not in class or on the grounds of the university or medical center. Students who behave in a manner counter to the values of the medical profession may be subject to adverse actions from the College of Medicine, up to and including dismissal.

Unprofessional behavior includes but is not limited to:

1. Breaches in patient confidentiality.
2. Public intoxication or substance abuse, including use of alcohol or drugs especially while wearing COM attire (scrubs or white coats).
3. Distribution of material that includes disparaging comments about populations of people.
4. Lack of self-control in encounters with patients, faculty, staff, and other health professionals.
5. Criminal activity.
6. Interpersonal violence.
7. Distribution of defamatory or vulgar comments about faculty of The Ohio State University, employees of the Wexner Medical Center at The Ohio State University Medical Center or any of the following entities: The Ohio State University, the Wexner Medical Center at The Ohio State University or The Ohio State University College of Medicine.
8. Invasion of another's privacy by any means.
9. Misrepresentation of credentials, abilities, or position.

## STUDENT PROFESSIONAL HONOR CODE

[Developed by OSU COM Student Council, 2006]

Medical students will behave in a manner consistent with the following principles of professionalism in order to foster and maintain a culture that facilitates professionalism:

### **Altruism**

- Assist other medical students in need.
- Contribute to a positive image of the medical profession.

- Serve the interests and welfare of the patient and the community above our own self-interest.

### **Honesty and Integrity**

- Respect the rights of patients, staff, colleagues, and other health professionals.
- Safeguard patient confidences and privacy within the constraints of the law.
- Deal with confidential information appropriately and discreetly.
- Understand the general principles of ethical behavior and their application to performance expectations of any course of study, examination, or other evaluations.

### **Caring and Compassion**

- Treat each patient as an individual with respect, empathy, and dignity both in the family's presence and in discussions with other members of the healthcare team.
- Handle issues of sickness, dying, and death in a professional manner with patients and their families.
- Refrain from abusing authority.

### **Service**

- Participate in and contribute to the betterment of the public health community in a productive manner.
- Participate in and contribute to peer groups, local, and/or national organizations.

### **Excellence and Scholarship**

- Recognize one's own deficiencies and endeavor to correct them, requesting help when needed.
- Strive to improve one's self in the integration and transmission of knowledge.
- Collaborate with and assist peers, colleagues, and other health professionals appropriately for the advancement of scientific knowledge and skills.
- Commit to self-directed and lifelong learning.

### **Respect Teachers, Staff, Colleagues, Patients, and Families**

- Treat those with whom they work with respect, trust, and dignity.
- Refrain from engaging in unwanted and inappropriate romantic and sexual behaviors or any other unprofessional behaviors.
- Respect rights such as privacy, confidentiality, informed consent, and others.
- Communicate in a sensitive manner and do not discriminate on the basis of age, gender, intelligence, medical condition, nationality or ethnic origin, physical or mental disability, race, religion, sexual orientation, or socioeconomic status.

## ACADEMIC HONOR CODE

[Medical Student Handbook, Section 8]

Students must demonstrate academic honesty and refrain from dishonorable actions that include but are not limited to:

- **Cheating:** Allowing another party to do one's work/exam; serving as a substitute for a student in the taking of an exam; possession and/or use of unauthorized study aids/notes during an exam; practicing fraud or deceit; knowingly providing or receiving information during examinations with or without the source's knowledge; and/or sharing information about the content of an exam with a student who has not yet taken the exam.
- **Plagiarism:** Representing another's work as one's own including the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas.
- **Fabrication:** Altering a graded work; falsification of information and resources including laboratory and research results.
- **Aid of academic dishonesty:** Intentional facilitation of the above dishonorable actions or any other action deemed in violation of this code.

Students who fail to adhere to these academic standards will be referred to a Level II committee for determination of adverse actions up to and including dismissal from the College of Medicine.

## TECHNICAL STANDARDS (FOR ADMISSION, RETENTION, AND GRADUATION)

[Executive Curriculum Committee, approved 10/27/2020]

Students at The Ohio State University College of Medicine must meet the core educational objectives of the medical curriculum in order to provide compassionate, appropriate and effective patient centered care as part of an interdisciplinary team. Graduates should be prepared to practice medicine in a postgraduate training program and to contribute to medical decision making in a broad range of environments and settings. The following technical standards, in addition to the College of Medicine academic standards, are necessary for admission, progression through curricular programs, and graduation from The Ohio State University College of Medicine. These requirements may be achieved with reasonable and appropriate accommodations for otherwise qualified individuals.

Reasonable accommodations<sup>1</sup> may be required by otherwise qualified candidates to meet the technical standards outlined below. Accommodation through the use of an intermediary or other aid may be appropriate or reasonable in certain situations and only if the intermediary or aid functions as an information conduit. The use of an intermediary or other aid cannot substitute for demonstrating the standards below nor replace the candidate's own judgment.

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<sup>1</sup> Americans with Disabilities Act as Amended, 28 CFR Part 35 (October 11, 2016).

[https://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm#title2regs](https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm#title2regs). Accessed September 25, 2020.

Candidates and current students who have questions regarding their ability to meet the technical standards outlined below should contact the Associate Dean for Medical Education. Candidates or students who believe that they may need to request reasonable accommodations in order to meet the standards are encouraged to contact the Office of Student Life Disability Services: <https://slds.osu.edu/>

Matriculated students must review and attest that they can consistently meet these technical standards, either with or without accommodations. If at any point in time a student enrolled in the College of Medicine might no longer meet these technical standards, they must notify the Associate Dean of Medical Education and complete a new technical standards attestation.

### **Standard I**

#### **Acquisition of knowledge and observation**

Candidates must:

- Learn through a variety of modalities
- Interpret information obtained through diverse experiences
- Evaluate patients and accurately assess their relevant health, behavioral, and medical information
- Obtain and interpret information through comprehensive assessment of patients appropriate to the clinical setting
- Correctly interpret diagnostic representations of patients' physiologic data
- Accurately evaluate patients' conditions and responses

### **Standard II**

#### **Integration of knowledge & interpretation of data**

Candidates must:

- Assimilate, understand, and synthesize the complex information required to succeed within the medical school curriculum
- Participate in diverse learning modalities in classroom, clinical, and community settings.
- Learn, collaborate, and contribute as a part of a team
- Synthesize information obtained both in person and via remote technology
- Formulate a hypothesis, infer causal connections, investigate potential answers and outcomes
- Develop well-reasoned, fact based conclusions in support of scientific inquiry or clinical plans

### **Standard III**

#### **Communication**

Candidates must:

- Exhibit the interpersonal skills necessary to enable effective caregiving of patients
- Effectively communicate with all members of a multidisciplinary health care team, patients, and those supporting them

- Record information in a clear and accurate way
- Interpret verbal and nonverbal communication

#### **Standard IV** **Clinical skills**

Candidates must:

- Perform appropriate physical examination and diagnostic maneuvers based on a patient's clinical presentation
- Provide or direct general care and emergency treatment for patients and respond to emergency situations in a timely manner
- Meet applicable safety standards for the environment and follow universal precaution procedures

#### **Standard V** **Development of appropriate professional attitudes and behaviors**

Candidates must:

- Accept responsibility for learning, exercise good judgment, and promptly complete all responsibilities attendant to curricular requirements and to the diagnosis and care of patients
- Demonstrate the characteristics of honesty, integrity, empathy, collaboration, and teamwork in their actions
- Demonstrate a willingness to accept and respond to feedback as the basis of personal growth and improvement
- Understand and function within the legal requirements and ethical standards of the profession of medicine
- Treat all individuals with whom they come in contact in a courteous and respectful manner
- Not discriminate against anyone on the basis of gender identity, age, race, ethnicity, sexual orientation, religion, disability, or any other protected status under the law or university policy
- Display flexibility and the ability to manage the uncertainty inherent in the care of patients by maintaining a professional demeanor and a collaborative environment

## **ELECTRONIC MEDICAL RECORD ACCESS AND HIPAA**

[Medical Student Handbook, Section 8]

Medical students are required to complete a training course covering the details of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) at two times during their enrollment. The first completion occurs prior to Orientation as a first year student and the second is prior to entry into Part 2 of the curriculum.

### **Guidelines for Student Access and Use of Electronic Medical Records**

The Ohio State University College of Medicine is committed to developing physicians who excel in the patient-centered use of electronic medical records (EMRs). Accordingly, students must learn effective and appropriate use of EMRs in order to assume roles of increasing responsibility.

In all cases, it is expected that students will at all times preserve patient privacy and abide by university and hospital policies. Access to patient records for purposes beyond the scope of academic, clinical, or research roles is a serious violation subject to discipline under The Ohio State University HIPAA policies and disciplinary procedures.

1. Students should access and use the EMR for the following purposes:
  - a. Accessing the records of patients in whose care they are directly participating or for educational assignments (e.g., case write-ups).
  - b. For research purposes in accordance with an IRB-approved protocol.
2. Students should recuse themselves from accessing the EMR or participating in the care of the following patient groups:
  - a. Faculty members, residents, or fellows who are known to the student or who have had or may potentially have a professional or supervisory relationship to the student in the future.
  - b. Fellow health professional students or their family members.
  - c. Friends or family members of the student.
3. Access to the EMR will be granted to all actively enrolled medical students.
  - a. Students must successfully complete the “HIPPA Privacy and Security” course each year.
  - b. Student's access to the EMR will be monitored according to medical center and university policies and may be audited at any time on a random basis or for cause.
4. To optimize student access to the EMR, remote access will be provided on mobile devices through the approved apps supported by the medical center. This may be the app, Canto, for tablets, or the app, Haiku, for phones.
5. Access to the EMR, including remote access, can be terminated according to medical center and university policies at any time.
6. Access to the EMR, including remote access, can be restricted and/or terminated at the discretion of the Associate Dean of Medical Education, the Associate Dean of Student Affairs, or his/her designee. Reasons for restriction and/or termination may include but are not limited to:
  - a. Demonstration of lapses in professionalism
  - b. Inappropriate use of social media
  - c. Impairment or inability to perform essential functions of position due to medical, physical, or mental condition
7. Remote access is provided for the convenience of the student and is not considered necessary for their education. It is important to remember with this access comes risk and the need for heightened concerns about access to personal health information (PHI). Using a device in an unrestricted area to view PHI is not advised and should only occur in an emergency and with awareness of your surroundings. All concerns about any possible HIPAA violation by yourself, a classmate, and faculty member or staff person should be

reported to the HIPPA Privacy Officer at [PrivacyOffice@osumc.edu](mailto:PrivacyOffice@osumc.edu).

## ATTENDANCE

[Medical Student Handbook, section 6]

The OSU College of Medicine promotes a professional environment in which students are able to fulfill their educational and patient care responsibilities while still attending to personal needs. Medical students are expected to attend all scheduled academic activities and students are encouraged to use unscheduled time for personal needs. An unapproved absence from clinical activities or examinations may result in failure of the course or one of the course components.

### **Attendance and Weather Emergencies**

Attendance policies are outlined in detail in the handbook for each academic program. A general policy for all programs is that classes and clinical rotations are cancelled when the OSU main campus is closed.

**In the event of severe weather in which the University closes**, students should stay home and not report to classes, preceptorships, or clerkship assignments unless otherwise instructed by the program/clerkship director (see below). In the event of a disaster, natural or otherwise, any students **on campus** should assemble in the basement of Meiling Hall. If the basement of Meiling Hall is not available, details about meeting and instructions regarding classes, assignments and any responses to the disaster will be communicated by email and publicized on the College of Medicine Facebook page.

In addition, students often have questions about whether to attend classes and rotations when the OSU main campus remains open but a **snow emergency** is declared. The first guideline is that student safety is an important priority, and students must at all times use their best judgment about personal safety when travel conditions are compromised by poor weather.

### **Snow Emergency Guidelines:**

**Level 1 Snow Emergency:** Students should plan to attend class/clinical rotations.

**Level 2 Snow Emergency:** Classes and clinical rotations will be held as scheduled. A student should use their best judgment about personal safety to get to class or their rotation and notify the appropriate course or rotation office if they are unable to get to class safely.

**Level 3 Snow Emergency:** All roadways are closed to non-emergency personnel. No one else should be out during these conditions unless it is absolutely necessary to travel. Students should not come to class or clinical rotations when a Level 3 Snow Emergency is declared since they are non-emergency personnel.

## GUIDELINES FOR CHILDREN IN THE CLASSROOM

[Medical Student Handbook, Section 6]

The Ohio State University College of Medicine strives to be a family-friendly environment and recognizes the importance that families fulfill in the lives of our students. All members of the

College are encouraged to remain sensitive to the needs of working parents while balancing the needs of all parties impacted by the presence of children or other dependents on the campus or in the classroom. Out of consideration for students' expectations of a learning environment focused on the learning and practice of medicine, the classroom is typically not an appropriate place for minor children to be present. Therefore, as a general rule, students should not bring their children into the classroom while class is in session. Limited exceptions may be considered in the case of an emergency or other exigent circumstance, if the student has received permission from the College. Such arrangements are only to be temporary in nature, and the parent student must supervise the child(ren) at all times and should not leave such child(ren) in the custody of another University employee or student, even for brief periods of time. A child's illness that requires a student to miss a required activity will be handled as per the excused absence policy outlined in the specific academic program handbook.

## **RELIGIOUS OBSERVATION POLICY**

[Medical Student Handbook, Section 6]

The OSU College of Medicine policy on religious observations holds that every reasonable effort should be made to help students avoid negative academic consequences when religious obligations conflict with academic course requirements. Any student who is unable due to his or her religious beliefs to attend classes or participate in any academic requirement such as assignments, quizzes, or examinations shall be provided with an opportunity to make up the assignment or examination or be given a reasonable alternative opportunity to complete their academic requirements without penalty unless it can be demonstrated that such an accommodation would fundamentally change the essential nature of the element of the curriculum, interfere with the delivery of the course, or create an unreasonable burden upon the program. Students who anticipate absences from scheduled, required educational activities must notify the course or clerkship director at least four weeks in advance of the anticipated conflict to request accommodations.

Although the College of Medicine makes every effort to accommodate participation in religious holidays and other religious observations, medical students and trainees should recognize that the requirements of patient care and required clinical education are significantly different from standard classroom education. If a course or clerkship director or coordinator reports that accommodations for a religious observation cannot be made and that this would result in negative academic consequences for the student, the student should contact the Associate Dean for Student Life, the Associate Dean for Medical Education (or designee), or the Vice Dean for Health Sciences Education for further consideration.

COM academic faculty and staff are referred to the Interfaith Calendar Website as a resource of religious holidays: <http://www.interfaith-calendar.org/>.

## CONSCIENTIOUS OBJECTION POLICY

[Medical Student Handbook Section 6; Adapted from University of Manitoba]

The College of Medicine recognizes that, for reasons of commonly held ethical and religious beliefs, some students may wish not to involve themselves with certain medical procedures or services. Out of respect for such beliefs, the College of Medicine will respect conscientious objection by students if all of the following criteria are met:

1. A conscientious objection does not relieve a medical student from a duty to meet the current standard of timely and acceptable medical care, to engage in full and nonselective disclosure for Informed Consent, to inform patients of their conditions, and referral prognoses, and risks of receiving care services for their illness, condition or health-related request.
2. Patients cannot be abandoned. Any student who wishes to excuse him or herself must find another qualified individual to provide service to patients.
3. A medical student cannot object to provide a service if the patient's condition, in the judgment of an attending physician, requires immediate action and that student's assistance is required to provide that service. This is particularly important if the patient's life is in jeopardy.
4. A medical student may not be allowed to object to medical service during a public health emergency.
5. A medical student shall not object to participate in the care of a specified classification or group of people or on the basis of particular diseases or states of health or illness.
6. A medical student shall not object to provide or participate in a healthcare service if this objection amounts to discrimination.
7. A conscientious objection must not be so broad as to limit a student's general medical education. If a conscientious objection constrains a student's ability to provide the current standard of medical care, the College of Medicine may refer a student for dismissal from medical school.
8. An objection to participate in any service or delivery of care does not exempt the student from the responsibility to learn about its indications, contraindications, benefits, and risks. A student will not be exempted to demonstrate this knowledge on any examination.
9. All curricular or clinical time missed through an excused exemption must be made up otherwise.
10. When a conscientious objection might compromise completion of the curriculum, this matter will be discussed by the appropriate academic student review committee, and if necessary, by the ABRC. Students can represent themselves at these meetings in accordance with College of Medicine policies.
11. If in the course of a conscientious objection, a student engages in behavior which the College of Medicine considers unacceptable for a physician, the College may

require that student to withdraw from medical school on the basis of improper professionalism.

12. A student wishing to make a Conscientious Objection Declaration should complete the Conscientious Objection request and Declaration Form (available in 155 Meiling Hall) and submit to the Associate Dean for Medical Education or designee or the Associate Dean for Student Life. Any appeals to the decision of the associate dean will be heard through the Honor and Professionalism Council Review Board.